

COMMITTEE ON LEGISLATIVE RESEARCH  
OVERSIGHT DIVISION

**FISCAL NOTE**

L.R. No.: 3477-01  
Bill No.: HB 1586  
Subject: Repeals the Offices of Minority Health and Women's Health and replace them with the Division of Minority Health and the Division of Women's Health.  
Type: Original  
Date: April 2, 2002

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**FISCAL SUMMARY**

ESTIMATED NET EFFECT ON STATE FUNDS			
FUND AFFECTED	FY 2003	FY 2004	FY 2005
General Revenue	(\$546,650)	(\$603,153)	(\$618,824)
<b>Total Estimated Net Effect on <u>All</u> State Funds</b>	<b>(\$546,650)</b>	<b>(\$603,153)</b>	<b>(\$618,824)</b>

ESTIMATED NET EFFECT ON FEDERAL FUNDS			
FUND AFFECTED	FY 2003	FY 2004	FY 2005
<b>Total Estimated Net Effect on <u>All</u> Federal Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

ESTIMATED NET EFFECT ON LOCAL FUNDS			
FUND AFFECTED	FY 2003	FY 2004	FY 2005
<b>Local Government</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Numbers within parentheses: ( ) indicate costs or losses.

This fiscal note contains 5 pages.

**FISCAL ANALYSIS**

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### ASSUMPTION

Officials from the **Office of the Governor, Office of State Courts Administrator** and the **Office of Administration - Division of Budgeting and Planning** assume the proposed legislation will not fiscally impact their organizations.

Officials from the **Office of the Secretary of State (SOS)** state this bill repeals the offices of Minority Health and Women's Health in the Department of Social Services and replaces them with the Division of Minority Health and the Division of Women's Health. The Division of Minority health and Division of Women's Health will promulgate rules to implement this bill. Based on experience with other divisions, the rules, regulations and forms issued by the Division of Minority Health and the Division of Women's Health could require as many as 40 pages in the *Code of State Regulations*. For any given rule, roughly one-half again as many pages are published in the *Missouri Register* as are published in the Code because cost statements, fiscal notes and notices are not published in the Code. The estimated cost of a page in the *Missouri Register* is \$23.00. The estimated cost of a page in the *Code of State Regulations* is \$27.00. The actual costs could be more or less than the numbers given. The fiscal impact of this legislation in future years is unknown and depends upon the frequency and length of rules filed, amended, rescinded and withdrawn. The SOS estimates the cost of this legislation to be \$2,460 [(40 pp x \$27) + (60 pp x \$23)].

**Oversight** assumes the SOS could absorb the costs of printing and distributing regulations related to this proposal. If multiple bills pass which require the printing and distribution of regulations at substantial costs, the SOS could request funding through the appropriation process. Any decisions to raise fees to defray costs would likely be made in subsequent fiscal years.

Officials from the **Department of Health and Senior Services (DOH)** stated each Division will require a Division Director, Deputy Division Director, Fiscal Officer, Administrative Secretary, Accountant I, Clerk IV, and Clerk Typist III. This staffing pattern is consistent with other Divisions comparable in size and scope. A total of 14 FTE is required, meaning all the associated operating expenses will be required, including space, equipment, travel costs, and network support.

The duties of the staff needed are as follows: Division Director - provides overall guidance and direction the staff in the Division and acts as the point of contact for the public and other agencies. The Deputy Division Director provides the day-to-day operational management functions for the Division, including direct supervision of the Fiscal Officer and Clerk IV. The Administrative Secretary provides support to the Division Director and acts as a contact point for the Division Director in the absence of the Director to ensure appropriate action and response is initiated. Prepares written correspondence, prepares reports, schedules meetings and conferences as needed.

ASSUMPTION (continued)

The Fiscal Officer provides administrative support to the Division in the areas of budget preparation and management, expense monitoring, and establishes systems to assure compliance with budgetary policies and procedures, also acts as liaison between the Division and the Division of Administration for procurement, payment processing, grants management, and fiscal note processing. The Accountant I provides support to the Fiscal Officer by processing payments in the SAMII system, tracks expenditures through the SAMII system, generates the necessary reports for management staff to review, monitors the SAMII time accounting system for accuracy, and enters purchasing information into the SAMII system. The Clerk IV provides clerical support to the Deputy Division Director and acts as a point of contact for the Deputy Division Director and acts as a backup to the Administrative Secretary. Prepares written correspondence, prepares reports, schedules meetings and conferences as needed.

The Clerk Typist III provides clerical support to the Fiscal Officer (and the Accountant I when needed) prepares written correspondence, prepares reports, schedules meetings and conferences as needed.

In summary, the DOH estimates the costs associated with the proposed legislation to be \$893,892 for FY 03, \$1,000,726 for FY 04, and \$1,026,601 for FY 05.

**Oversight** assumes the DOH would transfer employees currently working in the Offices of Minority Health and Women's Health to the newly created Divisions. As a result, five (5) of the employees currently working in the offices would be able to fill positions requested by the DOH for the new Divisions. Oversight assumes the DOH would need nine (9) additional staff to fill positions of Division Directors (2), Fiscal Officers (2), Accountant I (2), Clerk IV (1), Clerk III (1), and Administrative Secretary (1) and associated equipment and expenses.

Officials from the **Office of Attorney General** did not respond to our request for a statement of fiscal impact.

FISCAL IMPACT - State Government

FY 2003  
(10 Mo.)

FY 2004

FY 2005

**GENERAL REVENUE FUND**

Costs - Department of Health and Senior  
Services

HW-C:LR:OD (12/01)

<u>FISCAL IMPACT - State Government</u>	FY 2003 (10 Mo.)	FY 2004	FY 2005
Personal Service Costs (9 FTE)	(\$289,811)	(\$356,464)	(\$365,376)
Fringe Benefits	(\$104,361)	(\$128,363)	(\$131,572)
Equipment and Expense	(\$152,478)	(\$118,326)	(\$121,876)
Total <u>Costs</u> - Department of Health and Senior Services	(\$546,650)	(\$603,153)	(\$618,824)
<b>ESTIMATED NET EFFECT ON GENERAL REVENUE FUND</b>	<b><u>(\$546,650)</u></b>	<b><u>(\$603,153)</u></b>	<b><u>(\$618,824)</u></b>

<u>FISCAL IMPACT - Local Government</u>	FY 2003 (10 Mo.)	FY 2004	FY 2005
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

FISCAL IMPACT - Small Business

No direct fiscal impact to small businesses would be expected as a result of this proposal.

DESCRIPTION

This bill revises provisions pertaining to the Office on Women's Health and the Office of Minority Health within the Department of Health and Senior Services.

OFFICE ON WOMEN'S HEALTH

Pertaining to the Office on Women's Health, the bill: (1) Changes the Office on Women's Health to the Division of Women's Health and recognizes it as a state agency; (2) Specifies the powers and duties of the division, including the power to sue and be sued; rulemaking authority; entering into contracts; administering funds and oaths; administering women's health activities statewide; establishing advisory committees; and publishing reports; (3) Requires that the director of the division be the chief administrative officer of the division; (4) Requires that the director devote his or her entire time to the official duties of the division. The annual salary for the director will be determined by the Director of the Department of Health and Senior Services; and (5) Repeals the advisory committee for the Office on Women's Health.

DESCRIPTION (continued)

OFFICE OF MINORITY HEALTH

Pertaining to the Office of Minority Health, the bill: (1) Changes the Office of Minority Health to the Division of Minority Health; (2) Specifies the powers and duties of the division, including the power to sue and be sued; rulemaking authority; administering funds and oaths; entering into

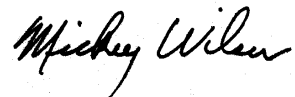
contracts; administering programs relating to minority health statewide; establishing advisory committees; and publishing reports; (3) Requires that the director of the division be the chief administrative officer of the division; and (4) Requires that the director devote his or her entire time to the duties of the division.

This legislation is not federally mandated and would not duplicate any other program.

SOURCES OF INFORMATION

Office of the Governor  
Office of Administration - Division of Budgeting and Planning  
Office of the Secretary of State  
Office of State Courts Administrator  
Department of Health and Senior Services

**NOT RESPONDING: Office of Attorney General**



Mickey Wilson, CPA  
Acting Director  
April 2, 2002